



HOLY TRINITY
— CATHOLIC SCHOOL —

EST 1914

2019-2020
CRISIS MANAGEMENT
HANDBOOK

Crisis Management Team

Name and Position	Role	Phone
Marian Davis Principal	Coordinate and Supervise activities at the school	210 386 6455
Rev. Milton Ryan Pastor		573 517 2170
Kristy Martinez Assistant Principal	Public Information Officer	505 440 5447
Rev. Mike Walsh Associate Pastor (bilingual)		817 437 6726
Margaret Cooper Office Manager	Manage medical emergency-response actions. Receive reports from teachers on the condition and location of every student and report to Principal	832 213 7248
Juanette Leigh Admissions Director/Safe Environment Coordinator Marta Munoz Spanish Teacher (bilingual)	Student Assembly, Shelter and Release Coordinator	214 769 8341
Juan Solis (bilingual) Head of Maintenance	Facility Manager/Security	214 609 4868
Willie Thomas PE Teacher Karen Johnson Director of Development Lacy Watts Chef	Logistics—personnel, supplies, traffic	214 412 8090 214 803 9355 214 545 2155
Anne Kelley Teacher		305 987 0124
Dan Zatkan Teacher		650 207 2879



HOLY TRINITY CATHOLIC SCHOOL CRISIS MANAGEMENT PLAN

Purpose

The purpose of crisis management planning is:

1. to plan for the prevention and mitigation of conditions that may lead to a crisis.
2. to manage a crisis that may occur.

Prior planning is critical to managing an unexpected situation thus ensuring the well-being of students, faculty, staff, and guests and returning the school to its normal operations.

The most important responsibility of all faculty and staff is the safety of the students. This plan provides faculty and staff members with the response plans necessary to assist with protecting students and themselves during various scenarios. This is a living document and is subject to change as warranted.

Students are never to be left unsupervised. If an emergency occurs, teachers are to remain with their classes. If students are with an enrichment teacher during an emergency, the homeroom teacher is to join the class if it is safe. Nonteaching personnel, who are not directly involved in the crisis, are to report to classes where teachers may need additional support.

The most common crises occurring at schools involve injuries or death. Friends of the victim and witnesses have to deal with their fears, grief and anger. Sudden trauma may continue to trouble children long after a crisis has passed. Crisis workers must function as a team to stabilize school and to help the students and faculty deal with emotional impact. However, whether all team members must participate in a crisis will depend on its nature and degree. The Principal may be able to handle it alone or may decide additional expertise is needed from the other members of the crisis team. Coordination and communication among the liaisons is important to assure that all those in need of aid are offered crisis intervention services.

Crisis Management Response

A response to all crises requires a clear chain of command and communication. Defined and assigned roles and responsibilities will be communicated internally for prevention, readiness, and response to a crisis within the Crisis Management Team structure. Once Emergency Response Services arrive on scene, it is critical that there is a continuity of managing the crisis.

The Crisis Management Response is based on the premise that every crisis has certain major elements requiring clear lines of command and control. The Response provides this unified structure in a multi responder crisis in which the Crisis Management Team and responding emergency service agencies which have jurisdictional responsibility for multi-jurisdictional incident all work together to:

- determine the overall objectives to gain control of the incident,
- select strategies to achieve their objectives,
- plan jointly for tactical activities,
- integrate appropriate tactical operations,
- and make maximum use of all assigned resources.

Order of Succession

Should the Principal become incapacitated through illness, death, or for any other reason, or be absent from the school, control of the school will be assumed in the following order of succession:

1. Principal
2. Pastor
3. Assistant Principal
4. Office Manager

Communication

Only the Principal or Pastor, after consultation with the Diocesan Communications Office may speak to the media.

When a crisis occurs, key communication tasks involve:

- The Principal or Pastor will call 911 to advise them of the situation.
- The Faculty and Staff will be informed of known facts of the event and what first steps they are to take.
- The Faculty and Staff will be informed as additional information becomes available and response plans evolve. There are some instances, such as a lockdown when there may be no communication from the administration for an extended time. Faculty and Staff are advised to stay in place and wait for instructions.
- Students will be provided with accurate information, countering rumors and misinformation.
- Parents will be provided with accurate information about the event and the school's response through Renweb Parent Alert and email.

Guidelines for Handling the Media

- If emergency services (Police/Fire) are called to the scene, media personnel will be regulated by those agencies' guidelines in regard to access to restricted areas

and release of information. All requests for information or access to restricted areas should be referred to the commander in charge of the scene.

- In situations where Police/Fire or other emergency agencies are not involved the principal or his/her designate will determine if access is permissible. Members of the media should display proper press credentials prior to being admitted to restricted areas.
- Upon request, the Principal or designate, as soon as possible, will provide media members with factual information relating to the facts and circumstances of the incident.
- If the crisis involves criminal charges, the name of the person arrested/charged should not be released. Statements made by the arrested person, witnesses, personal opinions about the person or about the cause of the event, or results of testing by law enforcement agencies also should not be released. Inquiries regarding these areas should be referred to the appropriate law enforcement agency.

Standard Response Protocols

LOCKOUT

CONDITION—Lockout is called when there is a threat or hazard outside of the school building. Examples may include violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground. Lockout uses the security of the physical facility to act as protection.

PUBLIC ADDRESS—The public address for Lockout is, “Lockout! Secure the perimeter. Lockout! Secure the perimeter.”

ACTIONS—The lockout protocol demands bringing students into the building and locking all outside access points. Teachers take attendance of students and report any missing students to the office.

Where possible, classroom activities continue uninterrupted. Classes that were held outside, such as physical education or recess return to the building and if possible continue inside the building. Depending on the reason for the lockout, people inside the building may be prohibited from leaving. A “Parent Alert” will be sent if this situation occurs.

RESPONSIBILITY—

- PreK4 teacher secures the playground door.
- 1st grade teacher secures the carline door.
- Office staff secures the doors in the main part of the building.

LOCKDOWN

CONDITION—Lockdown is called when there is a threat or hazard inside the school building. Examples of when a lockdown may be called are:

- Dangerous animal within the building.
- An intruder.
- Angry or violent parent or student.
- Active shooter.
- Hostage Situation
- Kidnapping
- Death of a Student or Staff
- Staff Incapacitated
- Rape
- Gang Fight
- Irrational Individual
- Suicide

PUBLIC ADDRESS—The public address for Lockdown is, “Lockdown! Locks, Lights, Out of Sight! Lockdown! Locks, Lights, Out of Sight!”

ACTIONS—

- The lockdown protocol requires locking individual classroom doors or other access points, moving room occupants out of the line of sight of the corridor windows and having room occupants maintain silence.
- Current protocol is that corridor windows are not to be covered. Rather a “safe zone” should be identified within the classroom that is within the classroom that is out of sight of the corridor window.
- Classroom doors are not to be opened until a first responder or administrator unlocks them. A lockdown may persist for several hours and during an incident, silence is essential. Teachers take whispered or silent attendance and distribute name badges to students.

RESPONSIBILITY—The classroom teacher is responsible for implementing Lockdown. The teacher locks all access points and facilitates moving occupants out of sight.

EVACUATION

CONDITION—Evacuation is called when there is a need to move students from one location to another. Examples include:

- Fire
- Bomb Threat—Delayed
- Natural Gas Leak or Explosion

PUBLIC ADDRESS—In the event of fire, the fire alarm will sound and evacuation will be to the parking lot. In other cases, the school will evacuate to Trinity Hall, in the basement of the Church. The public address to evacuate is, “Evacuate to Trinity Hall. Evacuate to Trinity Hall.”

ACTIONS—The evacuation protocol requires students and staff to move in an orderly fashion. There are typically two types of evacuations:

- Fire—Students and staff exit the building in silence according to the Fire Evacuation Route posted in all rooms.
- Police—During a police-led evacuation, students and staff may be instructed to form a single file line and put their hands on their heads while evacuating. Other directions may be given during an evacuation and students and staff should be prepared to follow specific instructions given by staff or first responders. Teachers take attendance at the evacuation assembly site.
 - Bomb Threat—If a telephone or written bomb threat is received by the school, the police department is to be notified immediately.
 - Document the threat (e.g., time and date; exact words of caller; description of voice, sex age if apparent, tone; dialect, and background noises).
 - Suspicious Package Found
 - Do not handle the device. Do not use two-way radios. Do not attempt to dismantle or remove device.
 - Call the police to notify the bomb squad.
 - Isolate the area.
 - Evacuate the building in stages, starting with the room nearest the device.
 - If the fire alarm is used for evacuation notify the fire department that the alarm was used because a bomb was located.
 - Re-enter the building only after being advised to do so by the police.
 - Prepare statement for the media.
 - Send Parent Alert and email.
- Medications and pharmaceuticals are to be evacuated by the office manager.

RESPONSIBILITY—The teacher is responsible for initiating an Evacuation.

Teachers carry orange bucket with them to evacuation site.

Red Card/Green—After taking attendance, the Red/Green system is employed for administration or first responders to quickly, visually identify the status of the teachers’ classes.

- Green Card (OK) All students accounted for. NO immediate help is necessary.
- Red Card (Help) Extra or missing students, or vital information must be exchanged.

CONTINGENCY—If students are separated from their class during an evacuation, then they are to join another evacuation line. They are to identify themselves to the teacher in the group after arriving at the evacuation site.

SHELTER

CONDITION—Shelter is called when the need for personal protection is necessary.

- Severe weather.
- Chemical spill or leak

PUBLIC ADDRESS—The public address for severe weather is, “Severe weather, go to location in Seton Center. Severe weather, go to location in Seton Center.” If there is time the public address will direct to Trinity Hall. The public address will be “Severe weather, go to location in Trinity Hall. Severe weather, go to location in Trinity Hall.”

SAFETY STRATEGIES MAY INCLUDE—

- Evacuate to shelter area
- Seal the room
- Drop, cover, and hold
- Get to high ground

ACTIONS—Students are to be evacuated to the Early Childhood Wing where they are away from glass, sit against the wall and be prepared to “drop and tuck” until an all clear is given by the Principal or member of the Crisis Management Team. Teachers take attendance and give students their name badges.

RESPONSIBILITY—The teacher is responsible for moving students to the designated area. Teachers take orange buckets with them to shelter site.

REUNIFICATION

In the event that an evacuation has occurred, and it is not possible to return to the school, reunification of parents and children will take place in Holy Trinity Catholic Church. Parents must enter the Church and wait until their child is brought to them.

Types of Crisis

ACCIDENTS

Accidents may involve faculty, staff, students, or guests and may result in injuries and/or property damage. They may occur at any time at school; during the time students, faculty, and staff are on the way to or from school; or away from school on field trips or other special events.

PREVENTION

Physical inspections of facilities are conducted routinely to identify any potentially hazardous conditions. Faculty and staff are trained to be cognizant of any condition on the campus that may be hazardous or result in an accident.

Hazardous conditions may include:

- Slip and fall hazards
- Equipment in need of repair
- Electrical component and wiring
- General housekeeping, storage of material, and cleanliness

Anytime a hazardous condition exists, the appropriate staff member responsible for correcting the hazard is to be immediately notified so that the condition may be corrected. Signs and barricades are to be placed in the appropriate areas.

Inspections of all playground equipment, athletic equipment, instructional equipment, and other similar items are conducted routinely and prior to use to identify any hazardous condition. Equipment with any safety deficiencies are to be marked with a "Do Not Use" sign until after repairs have been completed and the equipment deemed safe.

Faculty and staff are to utilize appropriate ladders and step stools to access a higher level.

Faculty and staff are not to attempt any repairs that they are not trained or qualified to perform.

Students are trained in sports/athletic/laboratory safety prior to engaging in any activities and are supervised during all activities.

READINESS

Faculty and staff members are trained in First Aid, CPR and AED to respond to an accident and assist as needed.

General procedures are posted in the school office explaining when parents are to be notified of minor accidents. These procedures are also communicated to parents and students at the start of the school year.

All faculty and staff have a reliable means of contacting emergency responders in the event of an accident.

RESPONSE ACTIVITIES

Minor Accidents without Injuries

- The area where the accident occurs will be secured and the hazardous conditions that lead to the accident are identified.
- If the potential threat of a fire or other subsequent hazard is identified, students, faculty, and staff members will be moved away to a safe location.

Accidents with Minor Injuries

- The area where the accident occurs will be secured and the hazardous condition that led to the accident will be identified.
- If the potential threat of a fire or other subsequent hazard is identified school members will be moved away to a safe location.
- The injured school member will be taken to the Office Manager for further evaluation.
- Parents will be notified.
- If off-site, First Aid will be rendered utilizing universal precautions and the student will be returned to the School Office or nearest medical facility as appropriate.

Accident with Serious Injuries

- Call 911.
- Secure the area and relocate school members to a safe location. Do not move the injured person unless there is a danger from another hazard in the immediate area.

Recovery Activities

- Areas contaminated with potential bloodborne pathogens will be cleared and sanitized according to the Bloodborne Pathogens Standards.
- An accident investigation report will be completed following an accident to determine the cause, remediation, and future training needs. Procedures will be adjusted to prevent future occurrences.
- A copy of the incident report will be forwarded to the Catholic Schools Office.

VIOLENCE

The threat of violence may come from many sources. It may include angry parents, gang activity, bullying and intimidation, fighting, or assault. It can be perpetrated against students, faculty, staff, or guests.

PREVENTION

A vulnerability assessment is completed annually to ensure that proper procedures are in place to control access to all buildings.

RESPONSE ACTIVITIES

Angry Individual

- The faculty or staff member encountering the individual will be courteous and confident remaining calm through the situation. The faculty or staff member will stay a safe distance away from the individual and all the individual the opportunity to “vent”.
- If possible, the situation should take place in a neutral protected location. The door to any room or office should remain open or have another faculty or staff member in attendance.
- Students are to be moved away from the area of the incident.
- The faculty or staff member should ask questions such as:
 - How can I help you?
 - How can work together on this?
 - What kinds of support ca we put in place to assist you?
- If the situation escalates to the point where there is a threat of danger, 911 is to be called.

Physical Assaults/Fighting

- The employee will attempt to isolate the area from students.
- The employee will avoid stepping between combatants.
- The employee will speak in a calm voice. If behavior continues, shout, “Stop”.
- The Principal or designee will send assistance to the area, to include the Office Manager should injuries occur. Once assistance arrives at the scene, the combatants will be separated.
- The Principal will contact the student’s parent and advise them of the situation.
- The Principal will consult with law enforcement anytime there is an injury which requires medical attention or if a weapon is used or presented.
- If the assault is sexual, the Principal will assign someone to stay with the victim and contact law enforcement.

MISSING OR ABDUCTED STUDENT

Child abduction is a major concern in today’s society. Children should be taught to report any suspicious activity on or around the grounds to adult school personnel.

Witnessed

- Call 911 for immediate assistance. Have all students report to their classrooms and take attendance. Announce, “Homeroom Lockdown. Homeroom Lockdown.” Over P.A.
- Gather facts about the abduction and a description of the abductor from witnesses.
- Notify parents.
- Decide on a plan of action:
 - Advise teachers about sharing information with students.
 - Prepare a statement for the media. Ask police what information may be released.
 - Prepare fact sheet to help those answering phone inquiries.
 - Send Parent Alert and email to parents.
 - Provide for counseling as needed.
 - Complete incident report

Not Witnessed

- Verify that the child is missing. Have building searched. Have all students report to their classrooms and take attendance. Announce, “Homeroom Lockdown. Homeroom Lockdown.”
- Call 911 for assistance.
- Notify parents.
- Question child’s friends for information.
- Ask school personnel to assist in searching the neighborhood, if prudent.
- Determine a plan of action:
 - Advise faculty.
 - Prepare a statement for the media. Ask police what information may be released.
 - Prepare fact sheet to help those answering phone inquiries.
 - Send Parent Alert and email.
- Prepare classmates to be supportive when the child is returned.
- Complete incident report.

CHILD ABUSE OR NEGLECT

School employees are mandated reporters in the event of or suspicion of child abuse.

- Report child abuse to Child Protective Services and/or the police immediately.
- Do not attempt to verify information.
- Permit interview with the child by authorized, properly identified officials.
- Do not notify parents. Parents will be notified by the investigators. Principal will be informed that this has been done before the child is released.
- Document actions and decisions.

- Complete incident report.

CHILD LEFT AT SCHOOL

As stated in the *Family Handbook*, regular school hours are Monday through Friday, 7:50 AM until 3:30 PM. Extended Care is available until 6:00 PM on school days. Students may be dropped off as early as 7:15 AM. Students are to be delivered and picked up on time.

- Check the student's emergency card and call parents.
- Do not transport the child in a private vehicle.
- Notify principal

DEATH OF STUDENT, TEACHER, OR PARENT/SIBLING

- Verify factual information from family, relative, police, etc. before releasing any information to school personnel or students.
- If possible, convene the school Crisis Management Team prior to any announcements made to school personnel or students.
- Provide a Fact Sheet to teachers and ask them or a person familiar to the class to give the information initially.
- Encourage teachers to postpone classroom activities to talk with class, acknowledging any emotional reactions or fears.
- Coordinate a school-wide activity (where appropriate) to help students put closure on the loss experience such as a prayer service, memorial program, letters/pictures to family.
- Complete incident report

SUICIDE THREAT

- Do not leave the student alone, keep under careful watch in a secure place and ensure that the student does not have any means to attempt suicide. Do not allow student to leave campus alone. Release only to a parent or guardian. A trusted teacher or adult may remain with the student until the parent arrives.
- Notify the parents or guardians immediately.
- Notify the appropriate law enforcement agency if necessary.
- Determine if other students need to be involved in follow-up services.
- Formulate a reentry plan with parents, students, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment.
- Complete incident report.

CRISIS MANAGEMENT TEAM DUTIES

An essential element to Crisis Management Planning is the establishment of a management team that has clearly defined roles and responsibilities before, during and after a crisis.

Duties of Members of Crisis Management Team

Principal - The Principal is responsible for the overall Crisis Management Plan at the school level and with coordinating and supervising all crisis management activities at the school. These duties include:

- Continuity of administration.
- Leadership of the comprehensive school Crisis Management Plan.
- Designation and training of a school Crisis Management Team.
- Designation of an Emergency Operations Center or command post (may be changed by responsible emergency response services officials.)
- Monitor developing situations such as weather conditions or other incidents in the community that may impact the school.
- Keep local officials, Crisis Management Network, and school faculty and staff informed of developing situations and initiate emergency notifications and warnings.
- Direct emergency operations as Incident Commander until First Responders arrive on scene and serve as a liaison to emergency response personnel when they arrive on the scene.
- Implement evacuation procedures and measures to control access to the affected area.
- Authorize the release of information to the public in accordance with the **Communication Plan**.
- Provide damage assessment information to the Superintendent of Schools and Crisis Management Network.
- Coordinate Recovery activities.
- Conduct drills in accordance with local and state requirements.

Office Manager

- Be familiar with the spectrum of medical conditions and diagnoses of individual students, faculty, and staff.
- Anticipate the schools' needs and resources to deal with medical emergencies.
- Provide guidelines and recommendations on the contents of the emergency kit and ensure that the kit medications are safe, accessible, and in adequate supply.
- Establish a program for regular AED maintenance, testing, and repair when an AED is available in the school
- Oversee and manage the medical emergency-response actions on behalf of an affected student (if present in school during an emergency).
- After a student emergency occurs, review the records of the school's management of the medical emergency, its response and adherence to the

emergency protocol, the adequacy of services provided, and the accuracy and completeness of data recorded to evaluate access to and quality of emergency services and materials, and make necessary recommendations for changes in the school's protocols, and supplies.

- Primary responsibility for record keeping.
- Utilize established procedures for emergency communications with school administration staff in compliance with the Communication Plan.
- Initiate and maintain incident log.
- Receive and maintain student accounting forms.
- Report status of school and students to school administration as specified.
- In an emergency, receive reports from all teaches on the condition and location of every student and report to the Principal.

Admissions Director

- Utilize established procedures for assessing and reporting status of students in an emergency or any event that results in evacuation or relocation of students.
- Act as Search and Accountability Coordinator and Student Shelter, Assembly, and Release Coordinator.
 - **Search and Accountability Coordinator:**
 - Account for everyone on site as quickly as possible. Access to attendance records, visitor sign-in sheets, emergency data cards of students and any other information that will assist in accounting for the school population. Work closely with the Student Assembly, Shelter and Release Coordinator.
 - **Student Assembly, Shelter and Release Coordinator:**
 - Oversee location where students assemble, attend to their needs when providing shelter, oversee how parents receive students and the process for releasing students. Work closely with the Search and Accountability Coordinator.

Facility Manager/Security

- Familiar with the operations and infrastructure of the school building and responsible for the stabilization of the building, controlling access, and securing the school facilities.
- Inventory all hazardous materials, portable and fixed equipment, and utility lines in or near the school.
- Establish procedures for isolating hazardous areas.
- Survey damage and structural stability of buildings and utilities and report to the principal.
- Search the affected sections of the school for students or staff that may be confined or injured without putting self or others at risk. This task may need to be accomplished by trained public safety professionals.
- Implement building access control measures.
- Secure student assembly areas.
- Assist in damage assessment.

- Assist in recovery procedures.
- Knows layout of building and grounds, location of shut-off valves and utility lines and is familiar with school blueprints.

PE Teacher, Director of Development, and School Chef

- Responsibility for coordinating logistics personnel and supplies.
- Assess the skills of staff, school volunteers, and interested parents or neighbors.
- Establish record keeping and inventory systems.
- Act as Food, Water, and Supplies Coordinator and Traffic Safety Coordinator.
 - **Food, Water and Supplies Coordinator:** Oversee distribution of food, water and essential supplies throughout the Crisis as needed.
 - **Traffic Safety Coordinator:** Oversee transportation system.

Assistant Principal as Public Information Officer

- The school staff will release information to parents and to the public only through a designated Public Information Officer and in accordance with the Communications Plan.
- Identify a potential “news center” or media holding area site away from emergency operations where media representatives can receive briefings.
- Prepare public information kit including identification, maps, supplies, signs, forms, sample news releases, battery-powered radio, and school information.
- Collect, verify and disseminate information to the media. Coordinate information with on-site command and the administration prior to release. In cooperation with local public safety officials, considers establishing a Joint Information Center to ensure coordination of information being distributed.
- Establish regular time schedule for news briefings and periodic updates.
- Develop and coordinate the Crisis Communications Team and standard notification templates

Faculty and Staff—Other faculty and staff members also play a role in the overall School Crisis Management Team. It is important to recognize their roles and responsibilities in the management of any Crisis situation.

Faculty and Staff

- Responsible for implementing appropriate procedures to protect students.
- Prepare classroom for an evacuation or lockdown.
- Inventory and ensure that Orange Buckets have complete supplies.
- Direct and supervise students to pre-designated safe areas within the school or to an off-site evacuation shelter.
- Maintain order while in student assembly areas.
- Verify the location and status of every student. Report to the Principal or designee on the condition of any student that needs additional assistance.
- Establish a partner system to pair teachers and classes so that some teachers can assist with other tasks such as first aid, search and rescue, or community relations.

- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned through a partner system or until every student has been released through the official “student release process.”

Community Partners—Community partners and Emergency Response Services are also a critical part of the school Crisis Management Team and are involved in the location specific planning process. It is essential that they know how we respond to Crisis situations and for the school to know how they respond, what their roles are and what responsibilities they have during a Crisis.

- **Law Enforcement** will typically handle issues of criminal activity and public safety.
- **Fire Department** will respond during fires, explosions, suspected bombs, and hazardous material spills. Fire departments may also be first responders during medical emergencies.
- **Emergency Medical Services** will typically handle medical emergencies occurring at the school.
- **Other Community Partners** may include recovery specialists, mental health officials, social services agencies, etc.

Go-KITS

“Go-Kits” will be maintained by the central administration office and in each classroom within the school. Supplies will be inventoried on a regular basis and replenished as needed. When evacuating the building, faculty and staff should take their Go-Kits with them.

CMT “Go-kit” Supplies

- Up-to-date lists of:
 - All students including the day’s attendance / absence rosters
 - Students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential
 - School faculty and staff
- Crisis Management Plan
- Whistle
- Hat or brightly colored vest for visibility and leadership identification (Different colors for Principal and Crisis Management Team Members)
- Battery-operated flashlight and batteries
- Facility maps and building plan including all utility locations and turn-off procedures
- Cell Phone
- First-aid kit

Classroom “Go-kit” Supplies

- Up-to-date lists of:
 - All students including the day’s attendance / absence rosters
 - Students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential.
- Crisis Management Procedures Book
- Whistle
- Flashlight
- Hat or vest for teacher identification (should be a different color than the Principal and/or Crisis Management Team)
- First-aid kit
- Pens and paper
- Age-appropriate student activities (such as playing cards, checkers, inflatable ball, etc.)
- Cell Phone
- Green Card and Red Card

The teacher is responsible for maintaining the contents of the Classroom “Go-kits.”